BONNEVILLE
POWER ADMINISTRATION

Transmission Business Line (TBL)

Draft Procedure

Short-Term Firm Reservation and Firm Redirects Process

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This document provides instructions for TBL Transmission Customers (customers) to make new short-term transmission reservations or to redirect existing service on a short-term basis. It also provides information about preemption of short-term reservations.

This version of the document is a draft and subject to change.

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1.   Initiating a request

Short-term firm reservation requests are initiated as follows:

A.   Enter OASIS and query offerings to view total transfer capacity (TTC) and available transfer capability (ATC) on the desired path(s).

All requests must be submitted in accordance with the timelines in the Reservations and Scheduling Procedures.
http://www2.transmission.bpa.gov/includes/get.cfm?ID=9&type=business%20practice1

B.   Submit a request that includes:

- Start Date
- Stop Date (both begin/end at 00:00)
- Contract number in Sale Reference Number block
- Service Type
- Capacity Requested
- Bid Price (If the reservation is longer than 5 days provide two prices, days one through five and days six and beyond.)
- POR and POD
- Source and Sink

- ◆ Optional: Partial service parameters (minimum acceptable capacity, minimum acceptable duration, and whether duration or capacity is the highest priority). If partial service parameters are not provided or if they are entered incorrectly, TBL will not offer partial service.

C.   OASIS will set the status of the request to QUEUED and assign an Associated Reference Number (ARef) number (#123456). If the customer submits an invalid request, it will be assigned the status of INVALID, and the customer must submit a new request.

2.   Process when there is ATC

If there is ATC for the entire request, the system sets the request status to ACCEPTED.

A.   Query OASIS by ARef Number for current status.

B.   CONFIRM or WITHDRAW an ACCEPTED request.

- ◆ The customer must respond as indicated in Table A of the Reservation and Scheduling Procedures http://www2.transmission.bpa.gov/includes/get.cfm?ID=9&type=business%20practice1

- ◆ If the customer does not respond within the required time period, the request is RETRACTED.

- ◆ If a request is submitted as PRECONFIRMED, it is not necessary to confirm the request. (See Section 3 of this document for information on partial awards.)

3.   Partial Service Offer

If ATC is insufficient to meet the full request, TBL will make a partial offer consistent with the partial service offer parameters specified in the request. If the customer does not enter partial service parameters or enters them incorrectly, TBL will not extend a partial offer.

Partial service offer parameters are: Minimum MW (Capacity), Minimum Duration (Time), and choice of Capacity or Duration. Parameters must be within the requested product duration; for example, a monthly product request must specify a Minimum Duration of at least 28 days.

For most efficient operation, use the interface provided in OASIS to create the partial parameter string which may then be copied and pasted into the request. Parameters entered manually into the Customer Comments field must adhere to the following format.

$$<<\text{Min\_ATC} = [min\ ATC]; \text{Min\_Dur} = [min\ duration]; \text{priority} = [priority]>>$$

- ◆ $min\ ATC$ = lowest MW value the customer is willing to accept
- ◆ $min\ duration$ = shortest duration (in days) the customer is willing to accept without changing product type
- ◆ $priority$ = "T" for duration or "C" for capacity to tell TBL how to evaluate the request.

Example: $<<\text{Min\_ATC} = 25; \text{Min\_Dur} = 3; \text{priority} = T>>$

A partial offer is made as a counteroffer based on the customer's designated partial parameters.

- The customer must either CONFIRM or WITHDRAW the COUNTEROFFER in a timely manner, even if the request was submitted as PRECONFIRMED.

- If the customer fails to respond within the timelines established in the "Reservations and Scheduling Procedures," the request will be RETRACTED.

4. **Firm Redirect Requests**

Requests for firm redirects are initiated in the same way as short-term requests in OASIS.

Note: TBL's firm redirect and scheduling processes and systems do not provide checks or safe guards to prevent over scheduling. Customers are responsible for verifying that their schedules do not exceed their contract demands, thus triggering charges for unauthorized increases.

A. Enter OASIS and query offerings to view TTC and ATC on the desired path(s).

B. Select Redirect from the OASIS menu and submit a request including the data specified in Step 1.B and the data required for redirected service.

- Verify the ARef number of the request being redirected in the Related Reference field.

- Verify or identify the POR and POD from which service is being redirected.

- Verify or identify the POR and POD to which service is being redirected.

- Specify amount of capacity being redirected

- Specify the duration of the redirected service

- Check the box to preconfirm the request.

   Note: BPAT will not redirect service if the request is not preconfirmed.

C. OASIS will set the status of the request to QUEUED and assign an ARef number (#123456) for the request.

The request will be processed as stated in Sections 2 and 3 above.

5. **Manual Process**

In the event that the automated systems are unavailable, the reservation staff will process short-term reservations (including redirects) manually. When this happens, the staff will post an announcement that the manual process is in effect and send notification to the subscribers of the Information Notification list.

Note: To subscribe to this list, use the electronic form found on the TBL web site at http://www.transmission.bpa.gov/oasis/TBL/lists/oapostings/OA_Comm.html

During manual processing, the normal request procedure is as follows:

- All requests are submitted on OASIS as described in Section 1 above.

- Total short-term requests, including firm redirects, are limited to 5 per customer per day. COUNTEROFFERS and hourly firm and nonfirm requests are not part of this limit.

- All requests for delivery starting the next day must be submitted no later than 0700 hours, Pacific Prevailing Time (PPT).

- Once a day, beginning at 0700 hours, the BPAT reservation staff processes all requests in the queue on a first-come, first-serve basis. Requests are processed Monday through Friday, except Federal holidays.

- Every attempt will be made to post award notifications to OASIS by 1000 hours Monday through Friday, except Federal holidays. Hourly requests will not be processed until the completion of the short-term market.

6. Preemption by Longer-Term Service Requests

In the event that there are competing requests for transmission service (requests for longer-term service that have overlapping dates of requested service), and ATC is insufficient to satisfy both requests, TBL will offer right of first refusal (ROFR) to match a longer-term request. This will be achieved through the COUNTEROFFER.

A daily request can be extended to meet a weekly or monthly request and so forth. Partial parameters cannot be used to change the product type for exercising ROFR.

Following are the rules that will be used to manually offer ROFR:

A.   The first requestor in the queue will have ROFR over subsequent requests in the queue for service on the same constrained path.

B.   If a competing request is received, then the prior request will be offered ROFR through a COUNTEROFFER. The COUNTEROFFER will identify the competing request by ARef. The customer must match the duration of the competing request, or their request will be DISPLACED.

C.   Once the Conditionally Confirmed request is changed to COUNTEROFFER, the transmission customer with ROFR will have the option to CONFIRM or WITHDRAW the request.

- If the customer CONFIRMS the request, it agrees to meet the duration of the competing request. The customer must submit a new OASIS request to match the competing request. The customer must also enter the original ARef number in the Related Reference field to preserve the original queue time. When the new request is submitted, the original request is DISPLACED by the transmission provider.

- If the customer WITHDRAWS the request, it is electing not to meet the duration of the competing request. Once the request is withdrawn, it is removed from the queue and will not be considered further.

- If the customer does not respond within the established timelines specified in the Reservation and Scheduling Procedures Procedures http://www2.transmission.bpa.gov/includes/get.cfm?ID=9&type=business%20practice1, the transmission provider will set the COUNTEROFFER to RETRACT. Once a request is RETRACTED it is in final state.